



City of Santa Barbara

COASTAL DEVELOPMENT PERMIT TENANT NOTIFICATION INSTRUCTIONS

If a project involves a Coastal Development Permit, notification of residential tenants is required in addition to the required mailed noticing to surrounding property owners (see the *Noticing Distance Requirements* handout). Two (2) sets of mailing labels are required for all residential tenants residing on parcels within 100 feet of the property lines of the subject parcel(s). Residential tenant mailing labels must be provided by the applicant using the instructions outlined below. **The City does not provide tenant mailing labels.**

Mailing Label Instructions:

1. The mailing labels must contain the following information:
 - (a) Assessor's Parcel Number (APN) for each property where the Tenant/Occupant resides
 - (b) "Tenant/Occupant" (It is not necessary to include the Tenant/Occupant's name)
 - (c) Tenant/Occupant's mailing address

The labels must be **TYPED** on self-adhesive label sheets in the format shown below. **Please provide two (2) sets of labels on label sheets in an 8½" x 11" format, equivalent to Avery labels #5160, size 1" x 2-5/8", 30 labels per sheet.**

TENANT/OCCUPANT EXAMPLE:

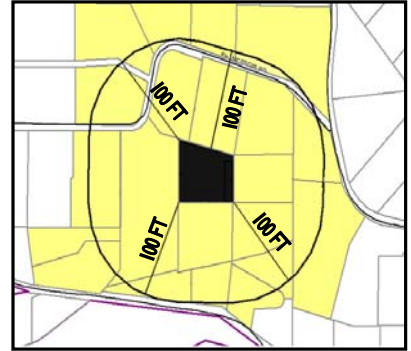
- | | |
|-----|---|
| (a) | 099-010-010 |
| (b) | OCCUPANT |
| (c) | 100 ANITA ST, #9
SANTA BARBARA, CA 93101 |

2. When preparing labels for residential tenants/occupants of multi-unit buildings (i.e. apartment buildings), a label must be submitted for **each individual unit** on the property.
3. For projects located adjacent to the Santa Barbara Harbor, please contact the Waterfront Department at (805) 564-5531 to obtain a mailing list for residents ("live-aboards") within the harbor.
4. Submit the map, two (2) sets of labels, and attached *Coastal Development Permit Tenant Notification Affidavit* signed by the person(s) who compiled the labels, to certify that the list is complete and accurate. Applicants must verify this information by walking the neighborhood and identifying all residential tenants. If the submitted map and labels are inaccurate, the item will be continued (i.e. delayed) and re-noticed with revised mailing labels.
5. City Staff can provide a map indicating the parcels located within the required noticing distance for the project. Or, if preferred, applicants can create a noticing distance map using the City's online map at <http://www.santabarbaraca.gov/Government/GIS/>.

Online Map Instructions:

- a. After reading the disclaimer and minimum requirements for use, click the "ACCEPT" button to enter the program. The program will appear on a separate window or tab, depending on your computer settings.

- b. To determine the parcels to be noticed, first locate the subject parcel by typing in the address in the search field on the left-hand side. If the address cannot be found, you may also locate the property by selecting the “Zoom In” icon on top of the interactive map and zooming into the map on the screen.
- i. Select the “Arrow” icon and click on the subject parcel. (If there are multiple subject parcels, Shift + Click to select additional parcels.)
 - ii. Right-click on the selected parcel(s).
 - iii. Select “Buffer...” from the drop down menu and change the “Buffer Offset Distance” to the required noticing distance (example: 100 feet). When done, click the “OK” button to show the selected buffer. All parcels that are wholly or partially inside the buffer must be included in the mailing labels. This example shows all parcels within 100 feet of the subject property.
 - iv. If desired, parcel addresses or APNs may be included on the map by selecting the appropriate options in the Layer Control Panel.
 - v. Select the “printer” icon and print a copy of the selected parcels. A copy of the map used to create the mailing list must be submitted with the labels.





City of Santa Barbara

COASTAL DEVELOPMENT PERMIT TENANT NOTIFICATION AFFIDAVIT

STATE OF CALIFORNIA)

COUNTY OF SANTA BARBARA) ss.

CITY OF SANTA BARBARA)

I, _____ hereby certify that the map and two
(Print Name)
(2) sets of attached labels contain the Assessors Parcel Numbers' and addresses of all residential tenants
living on parcels within 100 feet of the property lines of the subject parcel(s) at _____
_____. I have verified, to the best of my
(Address/APN)
ability, that the attached map and labels are accurate.

I CERTIFY UNDER PENALTY OF PERJURY AS DEFINED BY THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

SIGNED: _____
(Signature)

NAME: _____
(Print Name)

ADDRESS: _____

PHONE _____

DATE: _____